



**CITY OF MURRIETA  
DEPARTMENT OF PUBLIC WORKS/ENGINEERING**

**ADDENDUM NO.1  
CITYWIDE TREE TRIMMING & MAINTENANCE SERVICES (RFP NO. 21-005)**

**April 29, 2021**

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**Addendum No. 1 Items:**

1. The RFP packet contained a Statement of Compliance document that was formatted for a different RFP. The corrected Statement of Compliance, that all Proposers are required to complete and include with their Proposal, is included with this Addendum document as Attachment 1.
2. The RFP packet contained inconsistent due dates for the Proposal (May 6 or May 12) and for submitting questions related to the RFP (April 27 or April 28) due to last minute changes to the RFP schedule. The issue was brought to the City's attention the morning of April 22, 2021. A corrected RFP, which corrected the due date to May 12 and the questions submittal deadline to April 28, was posted to the City website on April 22, 2021.
3. The following questions and requests have been received via email, and verbally, from prospective Proposers. The responses are as follows:
  - Q. *"Can I request the contract of the previous company that got awarded this bid in the past? Can I also request everyone's pricing from the last time this job was awarded?"*
  - A. In June 2016, the Murrieta City Council approved a piggy-back agreement based on the competitive bid process conducted by the City of Lake Elsinore. The agreement and the supporting documents will be posted as an attachment to the RFP on the City website.
  - Q. *"The due date on the title page says 5/12/21 but on page 8 it mentions may 6th, can you confirm the due date please?"*
  - A. Addressed in Item 1 of this addendum.
  - Q. *"Are prices locked for the 5 year term, or are annual CPI adjustments allowed?"*
  - A. Section 4.1 of the DRAFT agreement included with the RFP addresses this question in detail.
  - Q. *"Can you provide us with a copy of the tree inventory? Preferably in .shapefile format"*

- A. No, due to time constraints we are unable to fulfill this request. The selected contractor will be provided with the full inventory with attributes for each tree, including the last time each tree was trimmed.
- Q. *"Can you provide us with locations of recently trimmed trees in the "Grid Clearance Pruning" and "Grid Aesthetic Pruning" categories?"*
- A. Pricing for the current agreement does not distinguish between clearance and aesthetic trimming. That work is described as one line item, Grid Tree Trimming. The selected contractor will be provided with the full inventory of trees along with work order history for each tree.
- Q. *"Can you provide us with a copy of the Grid Map? With the grid pruning cycle outlined on the map?"*
- A. Due to budget constraints, the City is not in a predictable and preventative grid pruning cycle. However, City staff will work closely with the selected contractor to identify and plan large blocks of work that can be completed by contractor crews in the most efficient manner possible.
- Q. *"How many trees are pruned as part of the grid pruning each year?"*
- A. In the last calendar year over 4,000 trees were completed under grid pruning. A majority of those trees were along streets or accessible by vehicle mounted booms.
- Q. *"What is the pruning cycle for palms? Once per year? Twice per year?"*
- A. Palm trees are currently done on an as needed basis, which has recently been on
- Q. *"Can you provide us with an engineer's estimate/the City's estimated budget for this project?"*
- A. The budget for the current fiscal year is \$440,000; and the City consistently expends all budgeted annual funding. There may be additional funding for new tree planting. Please note, the budget for future years may not increase on a consistent basis.
- Q. *"Can you provide us with a breakdown of how the budget has been spent historically? For example – 50% grid street trimming, 20% Grid Aesthetic trimming, 10% Requested Trimming, 5% planting, etc..."*
- A. This past calendar year, approximately 50% of funds were applied to grid street tree aesthetic trimming; 20% to grid park/slope tree aesthetic trimming; 20% to tree/stump removals; 10% other work. Only a small percentage of work was requested trimming falling outside preplanned grid work.
- Q. *"Does the City plan to deviate from the breakdown on question [above] in the upcoming contract?"*
- A. No. A large majority of the work will be continue to be grid pruning of trees that are street facing or accessible by vehicle.
- Q. *"Does the City ever accept chipped materials generated from tree trimming operations?"*
- A. Yes, the City will accept chipped materials on a regular basis.
- Q. *"Is it permissible for the contractor to stage equipment overnight in the city, or on city property (at our own risk)?"*
- A. Yes, with proper indemnification, the City will allow the selected contractor to stage equipment, at their own risk, on City property

- Q. *"Can you provide us with the formula, or estimated numbers in each category that will be used for determining the lowest cost when examining bidders pricing?"*
- A. The percentages provided above should inform proposers of which line items will have the most impact on the overall amount of work that can be accomplished with the annual budget. An internal cost analysis will be completed applying the pricing provided by proposers to predetermined quantities. The same quantities will be used for each proposer. Please note, since this is an RFP, the City is not required to select the proposer with the lowest price. Price, while a critical factor, will only be one of the factors considered when awarding the contract.
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The Proposal Due Date and Time remains unchanged on:  
**WEDNESDAY, MAY 12, 2021 at 2:00 P.M.**

## Attachment 1

### Corrected Statement of Compliance



## STATEMENT OF COMPLIANCE

The undersigned declares that the Proposal submitted to provide citywide tree trimming and maintenance services, as described in, and in response to City of Murrieta RFP No. 21-005, was prepared in strict compliance with the instructions, conditions, and terms listed in the RFP, Scope of Services and Draft Agreement, with exceptions listed below, if applicable. **At least one box for each item must be checked.**

RFP Instructions and Terms & Conditions:

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No Exceptions Taken

☐

Exceptions Taken

Scope of Services:

☐

No Exceptions Taken

☐

Exceptions Taken

Draft Agreement:

☐

No Exceptions Taken

☐

Exceptions Taken

If any exceptions are taken, this Statement of Compliance shall include a narrative that identifies each item to which the Proposer is taking exception or is recommending change, including the suggested rewording of the contractual obligations or suggested change in the RFP, and identifies the reasons for submitting the proposed exception or change. When available, please reference specific line item numbers as provided in the RFP. The City reserves the right to rule as non-responsive and reject any Proposals that are not accompanied with the required documentation as described above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Name of Proposer

[Attach a separate sheet(s) detailing each exception being taken, if applicable]